Web TimeSheet Integration Manager for Peachtree

Version 6.1

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Chapter 1 - What is WTS Integration Manager?

Introduction

The Web Timesheet Integration Manager for Peachtree allows users to export time and/or expense data from Web TimeSheet to Peachtree Complete Accounting.

Initially, a user must define templates within Peachtree Complete Accounting. The templates will ensure that data is imported from Web TimeSheet in the proper format. Setting up the templates is a one-time process. Refer to *Chapter 3 - Using Web TimeSheet Peachtree Link* for further information about setting up templates.

Technical Requirements

The following applications are required to successfully export data from Web TimeSheet to Peachtree Complete Accounting using the Web TimeSheet Peachtree Link:

- Peachtree Complete Accounting 2003
- Web Timesheet (SQL or Access)
- Microsoft Internet Explorer 5.5 or higher
- Netscape Navigator 7.1 or higher
- Mozilla Firefox 1.0

Constraints

- The date format for the user running the export must be dd/mm/yyyy for International installations and mm/dd/yyyy for installations within the United States and Canada. The same date format must also be set up in the Windows regional settings on the machine where Peachtree Complete Accounting is installed.
- The information for specific Web TimeSheet fields must match existing fields in Peachtree Complete Accounting, as noted below.

Web Timesheet Field	Peachtree Field
Task Code	Activity Item Id
Client Code	Customer Id
Employee Id	Employee Id
Expense Code	Charge Item Id

Chapter 2 - Installing the WTS Integration Manager

Note ...

Make sure you install Web TimeSheet before installing the Web TimeSheet Integration Manager for Peachtree.

Before You Install

Before installing Web TimeSheet Integration Manager for Peachtree version 6.1, you must have Web TimeSheet installed. The Integration Manager for Peachtree must then be installed in the root directory of Web TimeSheet.

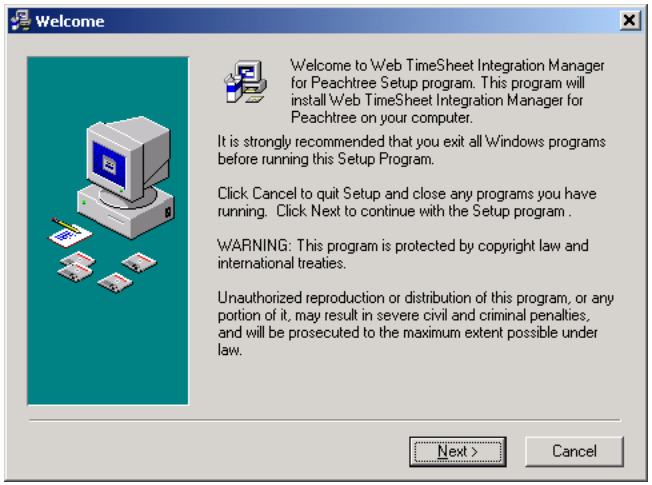
Running the Installation

This section explains how to complete the installation of the Web TimeSheet Integration Manager for Peachtree.

You will need to purchase Web TimeSheet Integration Manager for Peachtree and obtain the *WTS61PeachtreeLink.exe* file from Replicon Customer Support. You will also need to obtain a valid license key for the Integration Manager.

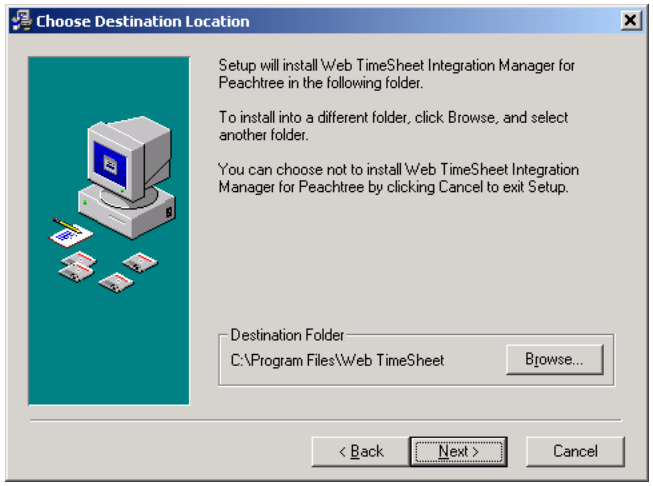
The Installation Wizard will guide you through the installation process.

1. Stop the service associated with Web TimeSheet and back up the Web TimeSheet database.
2. Launch the *WTS61PeachtreeLink.exe* file. The Welcome screen is displayed.

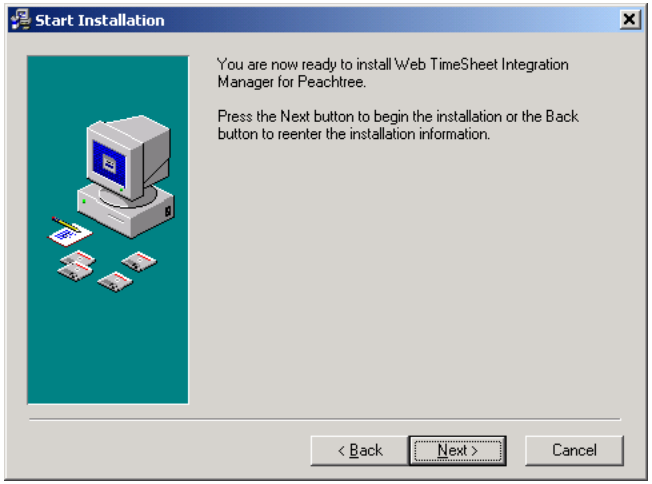

Welcome
Welcome to Web TimeSheet Integration Manager for Peachtree Setup program. This program will install Web TimeSheet Integration Manager for Peachtree on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program .
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

3. Next you will need to specify the directory where the Web TimeSheet Integration Manager for Peachtree should be installed.

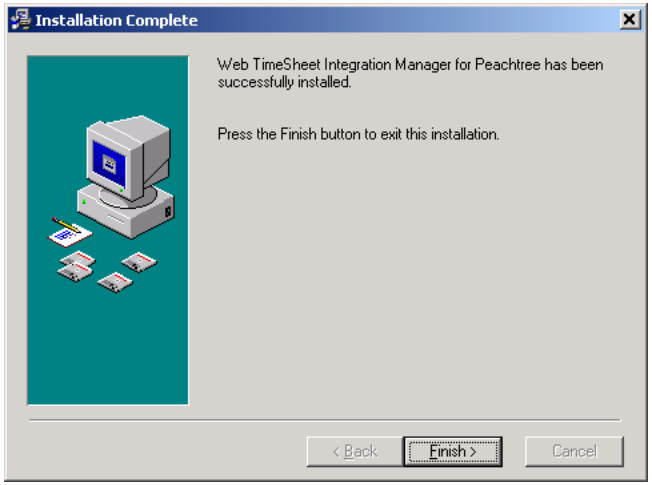
   The Integration Manager for Peachtree must be installed in the root of the Web TimeSheet directory. Use the Browse button to locate the Web TimeSheet directory.


Choose Destination Location
Setup will install Web TimeSheet Integration Manager for Peachtree in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install Web TimeSheet Integration Manager for Peachtree by clicking Cancel to exit Setup.
Destination Folder
C:\Program Files\Web TimeSheet
Browse...
< Back
Next >
Cancel

4. Now you are ready to install the Web TimeSheet Integration Manager for Peachtree. Click the Next button to start the installation.


Start Installation
You are now ready to install Web TimeSheet Integration Manager for Peachtree.
Press the Next button to begin the installation or the Back button to reenter the installation information.
< Back
Next >
Cancel

5. When the installation is complete, click the Finish button to close the Installation Wizard.


Installation Complete
Web TimeSheet Integration Manager for Peachtree has been successfully installed.
Press the Finish button to exit this installation.
< Back
Finish >
Cancel

6. Restart the Web TimeSheet service.
7. You are now ready to use the Web TimeSheet Integration Manager for Peachtree.

Chapter 3 - Using the WTS Integration Manager

Note ...

You must have appropriate Web TimeSheet permissions to access the Peachtree Link reports.

Refer to the Web TimeSheet User Manual for further information about permissions.

Accessing WTS Integration Manager

The Web TimeSheet Integration Manager for Peachtree is accessible as multiple reports from within Web TimeSheet. You can access these report as follows:

1. Log in to Web TimeSheet and click on the **Reports** button at the top of the screen.
2. Select one of the following reports under the Peachtree heading in the side menu:
   - Peachtree Time
   - Peachtree Expense
   - Peachtree Expense Rate

Preparing for the Export

Before exporting Web TimeSheet data to Peachtree Complete Accounting, you must set up the import format templates within Peachtree Complete Accounting. These templates will ensure a smooth data transfer from Web TimeSheet to Peachtree Complete Accounting.

You will need to set up Time Ticket Register and Expense Ticket Register import templates.

To set up the Time Ticket Register import template:

1. Open Peachtree Complete Accounting. In the **File** menu, click on **Select Import/Export**.
2. Select **Time/Expense** from the list of available imports.
3. Select **Time Ticket Register** and click on the Import button to modify the import format.
4. Modify the Time Ticket Register fields as outlined in *Table 2-1: Time Ticket Register (Field Format)*.
5. When you're finished, click the Save button and enter a unique name for the template. This name will differentiate the modified template from the system template provided by Peachtree Complete Accounting.

2-1: Time Ticket Register (Field Format)

Show	Title	Field	Column Break	Column #
Yes	Yes	Ticket Number	Yes	1
Yes	Yes	Employee/Vendor	Yes	2
Yes	Yes	Duration	Yes	3
Yes	Yes	Billing Type	Yes	4
Yes	Yes	Manual/Timed Option	Yes	5
Yes	Yes	Has Been Used In Payroll	Yes	6
Yes	Yes	Pay Level	Yes	7
Yes	Yes	Customer/Job/Adm	Yes	8
Yes	Yes	Completed For ID	Yes	9
Yes	Yes	Activity Item ID	Yes	10
Yes	Yes	Has Been Used in Sales Invoicing	Yes	11
Yes	Yes	Billing Status	Yes	12
Yes	Yes	Billing Rate	Yes	13
Yes	Yes	Recorded By ID	Yes	14
Yes	Yes	Ticket Date	Yes	15
No	Yes	Invoice Number Used	Yes	
No	Yes	Start Time	Yes	
No	Yes	End Time	Yes	
No	Yes	Break	Yes	
No	Yes	Internal Memo	Yes	
No	Yes	Unit Duration	Yes	
No	Yes	Billing Amount	Yes	
No	Yes	Ticket Description for Invoice	Yes	

To set up the Expense Ticket Register import template, complete Steps 1 and 2 for setting up the Time Ticket Register template on Page 4. Then follow the instructions below:

1. Select **Expense Ticket Register** and click on the Import button to modify the import format.
2. Modify the Expense Ticket Register fields as outlined in *Table 2-2: Expense Ticket Register - Flat Expenses (Field Format)*. This format will be for flat amount expenses.
3. When you're finished, click the Save button to save this format and enter a unique name for the template. This name will differentiate the modified template from the system template provided by Peachtree Complete Accounting.

You must also set up the format for rate-based expenses, such as mileage. To set up the Expense Ticket Register import template for rate-based expenses, follow the instructions below:

1. Open the template for flat expenses (the template may still be open, unless you closed it after saving the new template).
2. Modify the import format as outlined in *Table 2-3: Expense Ticket Register - Rate-Based Expenses (Field Format)*.
3. When you're finished, click the Save button to save this format and enter a unique name for the template. This name will differentiate the rate-based expense format from the flat expense format.

2-2: Expense Ticket Register - Flat Expenses (Field Format)

Show	Title	Field	Column Break	Column #
Yes	Yes	Ticket Number	Yes	1
Yes	Yes	Employee/Vendor	Yes	2
Yes	Yes	Charge Item ID	Yes	3
Yes	Yes	Reimbursable to Employee	Yes	4
Yes	Yes	Ticket Description for Invoice	Yes	5
Yes	Yes	Custmer/Job/Adm	Yes	6
Yes	Yes	Completed For ID	Yes	7
Yes	Yes	Has Been Used in Sales/Invoicing	Yes	8
Yes	Yes	Billing Status	Yes	9
No	Yes	Unit Price	Yes	
No	Yes	Quantity	Yes	
Yes	Yes	Billing Amount	Yes	10
Yes	Yes	Recorded By ID	Yes	11
Yes	Yes	Ticket Date	Yes	12
No	Yes	Invoice Number Used	Yes	
No	Yes	Internal Memo	Yes	

2-3: Expense Ticket Register - Rate-Based Expenses (Field Format)

Show	Title	Field	Column Break	Column #
Yes	Yes	Ticket Number	Yes	1
Yes	Yes	Employee/Vendor	Yes	2
Yes	Yes	Charge Item ID	Yes	3
Yes	Yes	Reimbursable to Employee	Yes	4
Yes	Yes	Ticket Description for Invoice	Yes	5
Yes	Yes	Custmer/Job/Adm	Yes	6
Yes	Yes	Completed For ID	Yes	7
Yes	Yes	Has Been Used in Sales/Invoicing	Yes	8
Yes	Yes	Billing Status	Yes	9
Yes	Yes	Unit Price	Yes	10
Yes	Yes	Quantity	Yes	11
No	Yes	Billing Amount	Yes	
Yes	Yes	Recorded By ID	Yes	12
Yes	Yes	Ticket Date	Yes	13
No	Yes	Invoice Number Used	Yes	
No	Yes	Internal Memo	Yes	

Note ...

Make sure you save the modified import template with a unique name.

DO NOT overwrite the existing system template, as you may want to use this generic template to set up other imports in the future.

Note ...

Peachtree Complete Accounting will prompt you to back up your Peachtree installation before importing time or expense data. It is recommended that you perform this backup to prevent possible data corruption.

Only data for approved timesheets/expense sheets will be included in the export.

Running the Export

Now that you have set up the import format within Peachtree Complete Accounting, you can export the data from Web TimeSheet.

To export the data:

1. Click on the **Reports** button at the top of the Web TimeSheet screen.
2. Select one of the following reports under the Peachtree heading in the side menu:
   - Peachtree Time
   - Peachtree Expense Rate
   - Peachtree Expense
3. Select the timesheet period or date range for which you want to export time or expense information.
4. If you would like to review the data before exporting it to Peachtree Complete Accounting, click on the Generate button to generate the report for the time period you specified.
5. Click on the Peachtree button to export the data to a *.csv* file that can be opened in Peachtree Complete Accounting.

Accessing the Exported Data

When you export time/expense data, Web TimeSheet creates a *.csv* file that can be opened in Peachtree Complete Accounting.

Peachtree Complete Accounting will import the data in the *.csv* file ONLY IF the fields are properly set up. Refer to *Chapter 1 - What is Web TimeSheet Peachtree Link?* for further information about the field constraints between Web TimeSheet and Peachtree Complete Accounting.

To open the *.csv* file in Peachtree:

1. Open Peachtree Complete Accounting. In the **File** menu, click on **Select Import/Export**.
2. Select **Time/Expense** from the list of available imports.
3. To import time information, select the Time import you set up previously and click on the Import button. For expense imports, select the appropriate expense import format (flat amount or rate-based).
4. On the Options tab, make sure you specify the location where you saved the export file.
5. Select the First Row Contains Headings check box.
6. When you are ready, click the OK button to continue with the import. It is recommended that you back up your Peachtree company data to prevent data corruption.

Chapter 4 - Field Relationships

Web TimeSheet to Peachtree Complete Accounting (Time Ticket Mapping)

Web Timesheet (source)	Peachtree (target)	Constraints
Timesheet Entry ID	Ticket Number	The Timesheet Entry ID is an auto-generated key created within the Web TimeSheet database. Timesheet Entry ID cannot be modified from within Web TimeSheet.
N/A	Employee/Vendor	Web TimeSheet does not differentiate between employees and vendors. Therefore, Web TimeSheet always uses a value of "0" to indicate that the exported time has been entered by an employee.
Duration	Duration	none
N/A	Billing Type	Constant value of '2' to indicate the rate is included in the export.
N/A	Manual/Timed Option	Constant value of '1' to indicate that the duration calculation is manual completed within Web TimeSheet.
N/A	Has Been Used in Payroll	Constant value of 'FALSE' to indicate that payroll information is not generated from within Web TimeSheet.
N/A	Customer/Job/Adm	Constant of '1' indicating expense entry for customer
Client Code	Completed For ID	This field must match an existing Customer Id within Peachtree Complete Accounting
Task Code	Activity Item ID	The task code associated with a specific project/task in Web TimeSheet. This field must match an existing Activity Item ID in Peachtree Complete Accounting.
N/A	Has Been Used in Sales/Invoicing	Constant value of 'FALSE' since time entry cannot be invoiced directly from Web Timesheet
Billable	Billing Status	'1' for billable and '2' for non-billable time
Employee Id	Recorded By ID	none
Entry Date	Ticket Date	Incursion date of time. Must be exported in format dd/mm/yyyy for International Customers and mm/dd/yyyy for American and Canadian customers.
unused	Invoice Number Used	N/A
unused	Start Time	N/A
unused	End Time	N/A
unused	Break	N/A
unused	Internal Memo	N/A
unused	Unit Duration	N/A
unused	Billing Amount	N/A
unused	Ticket Description for Invoice	N/A

Note ...

The data in the *.csv* file will imported into Peachtree Complete Accounting ONLY IF the fields are properly set up. Refer to *Chapter 1 - What is WTS Integration Manager?* for further information about the field constraints between Web TimeSheet and Peachtree Complete Accounting.

Note ...

The data in the *.csv* file will imported into Peachtree Complete Accounting ONLY IF the fields are properly set up. Refer to *Chapter 1 - What is WTS Integration Manager?* for further information about the field constraints between Web TimeSheet and Peachtree Complete Accounting.

Web TimeSheet to Peachtree Complete Accounting (Expense Ticket Mapping)

Web Timesheet (source)	Peachtree (target)	Constraints
Expense Entry ID	Ticket Number	The Expense Entry ID is an auto-generated key created within the Web TimeSheet database. Expense Entry ID cannot be modified from within Web TimeSheet.
N/A	Employee/Vendor	Web TimeSheet does not differentiate between employees and vendors. Therefore, Web TimeSheet always uses a value of “0” to indicate that the exported expenses have been entered by an employee.
Expense Type Code	Charge Item ID	Expense type code associated with a specific expense type.
Reimburse	Reimbursable to Employee	TRUE or FALSE depending on the value within Web Timesheet
Expense Entry Description	Ticket Description for Invoice	none
N/A	Customer/Job/Adm	Constant of ‘1’ indicating expense entry for customer
Client Code	Completed For ID	This field must match an existing Customer Id within Peachtree Complete Accounting
N/A	Has Been Used in Sales/Invoicing	Constant value of ‘FALSE’ since time entry cannot be invoiced directly from Web Timesheet
Billable	Billing Status	‘1’ for billable and ‘2’ for non-billable expenses
Rate	Unit Price	none
Quantity	Quantity	none
Expense Amount	Billing Amount	none
Employee Id	Recorded By ID	none
Entry Date	Ticket Date	Incursion date of expense. Must be exported in format dd/mm/yyyy for International Customers and mm/dd/yyyy for American and Canadian customers.
unused	Invoice Number Used	n/a
unused	Internal Memo	n/a

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